

# Employee Self Service and E-Recruiting are coming

Starting October 2, watch for two new online applications that will affect how you access your personnel information and apply for state jobs. Employee Self Service and E-Recruiting are part of the next phase of the state's new Human Resource Management System (HRMS). The first phase of HRMS was the new personnel and payroll system implemented earlier this year.

## Employee Self Service

Employee Self Service will give you secure, password-protected access to view and update certain personal information in the personnel/payroll system, including your:

- Permanent and mailing address
- Emergency contact information
- E-mail address

You will also be able to view and print your earnings statement for the current pay period. This is a web-based application, so you will be able to access it from any computer with Internet access.



Each agency will determine how it will transition from its current processes to the full use of Employee Self Service. Most will continue to provide alternate manual processes during the transition period and beyond, especially for employees who don't have electronic access. Watch for more specific information to be coming from your agency. Additional information will also be posted on the Department of Personnel website at [www.dop.wa.gov/employees](http://www.dop.wa.gov/employees).

## E-Recruiting

E-Recruiting is a powerful new web-based job search and application system that supports the recent changes to state hiring practices. In E-Recruiting, you'll be able to search for specific job openings that match your skills and interests and enter your name into a statewide talent pool.

The state will also be launching **careers.wa.gov**, a new website that will provide a central, easy to find location to search and apply for state jobs in E-Recruiting.

Job postings and applications in the old system will not transfer to E-Recruiting. To ease the transition to the new system, some agencies may continue to get names off of the existing centralized registers until November 30.

Here are some steps you'll want to take as a job seeker:

- Go to [www.careers.wa.gov](http://www.careers.wa.gov) after October 2 and apply in the E-Recruiting talent pool.
- Frequently check job listings in E-Recruiting, as new jobs will be posted daily. Apply for specific job openings that interest you, in addition to registering in the talent pool.
- Watch for information from your agency about how job openings will be handled during the transition period.
- During the transition, keep your contact information current in the old online application as well as the new E-Recruiting system.